

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Mark LeBlanc
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: May 18, 2021

Re: Out of State Travel

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5/24/2021
KK

I respectfully request your permission to send two (2) members of the Lowell Police Department to attend The 8th Police Recruitment and Retention Summit in Nashville, Tennessee. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: 8th Police Recruitment and Retention Summit
Location: Nashville, Tennessee
Dates to Travel: June 14 - 15, 2021
Flight: \$954.18 (\$566.80 Golner) (\$387.38 Quirbach)
Hotel: \$1,250.00 (\$600 per person plus taxes)
Conference Cost: \$2,390.00 (1,195.00 per person)
Mileage/Fuel/Toll/Parking: Will submit receipts upon return
Car Rental: \$0.00
Per Diem: \$400 (\$50 x 4 = \$200 x 2 individuals = \$400.00)
Number of people: 2
Total: \$4,994.18

Raymond Kelly Richardson
Superintendent

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Deputy Superintendent

Mark A. LeBlanc
Deputy Superintendent

OK
6-14-21
JLR

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: June 14, 2021

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend the Collision Reconstruction from Video Evidence Training at the New Hampshire State Police Academy in Concord, NH. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: Collision Reconstruction from Video Evidence

Location: New Hampshire State Police Academy, Concord, NH

Dates to Travel: July 19 – July 23, 2021

Flight: \$0

Hotel: \$0

Conference Cost: \$595.00

Mileage/Fuel/Toll/Parking: Will submit receipts upon return

Car Rental: \$0.00

Per Diem: \$0.00

Number of people: 1

Total: \$595.00